



# BIRTHDAY PARTY ROOM RENTAL APPLICATION

To book a party, please complete and submit this application to the Hall Aquatic Center's front desk. A representative will contact you to discuss and confirm the reservation. A 7 day minimum notice is required to book parties and full payment is due at the time of booking. Bookings may not be completed more than 90 days in advance. **THE INITIALS PAGE MUST BE INCLUDED WITH THIS PAGE IN ORDER TO BOOK YOUR RESERVATION.**

## CONTACT INFORMATION

NAME:

DATE SUBMITTED:

PRIMARY PHONE:

SECONDARY PHONE:

ADDRESS:

EMAIL ADDRESS:

BIRTHDAY CHILD NAME:

BIRTHDAY CHILD AGE:

## PARTY INFORMATION

DATE CHOICE #1:

TIME CHOICE #1:

TIME CHOICE #2:

DATE CHOICE #2:

TIME CHOICE #1:

TIME CHOICE #2:

RESERVATION TIME OPTIONS	
SATURDAY	SUNDAY
12:00pm - 1:30pm	12:00pm - 1:30pm
1:45pm - 3:15pm	1:45pm - 3:15pm
3:30pm - 5:00pm	3:30pm - 5:00pm
5:15pm - 6:45pm	5:15pm - 6:45pm

## APPLICANT SIGNATURE

By signing this application, you acknowledge that you have read and understand the facility's rules and policies. The applicant is responsible for ensuring that all party guests and chaperones are aware of and comply with all rules and policies of the facility.

SIGNATURE:

DATE:

## FOR MANAGEMENT USE ONLY

DATE RECEIVED:

DATE PAID & PROCESSED:

RESERVATION #:

TOTAL AMOUNT PAID:



# BIRTHDAY PARTY GENERAL POLICIES

Please carefully review the information below for an overview of our rental policies and procedures. Confirm your understanding by initialing next to each section. **BE AWARE THAT YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THIS PAGE.**

## RESERVATIONS

The applicant must be 21 or older. The applicant, not the designee, is required to sign the application. The total rental fees are due at the time of the application.

INITIALS

## APPLICATION APPROVAL

All reservation requests will be received prior to approval by management. Once approved, the applicant will be notified via phone or email. **Please allow 5 business days for review.**

Applicants must provide a guest list at least **5 days** before their event by bringing it to the Aquatic Center or emailing it to [aquatics@calvertcountymd.gov](mailto:aquatics@calvertcountymd.gov). If the guest list is not received on time, the applicant forfeits the 20 admissions covered in the rental price, and all guests must pay the general admission price to enter the facility. Only guests on the list will be admitted.

INITIALS

## CANCELLATIONS

All cancellations will be charged a \$5 service fee. A notice of your cancellation must be received at least 14 days before your party to receive the full remainder of the rental fee. A notice that is given less than 14 days before the party will only be refunded one-half of the total rental fees. A full refund will be issued in the event of a facility closure.

INITIALS

## RESCHEDULING

Applicants are permitted to reschedule their party reservation one time. Any request to do so made less than 14 days before the original party date will be charged an additional \$5 reschedule fee.

INITIALS

## RULES

1. Party guests will not be admitted into the facility until the party applicant has arrived.
2. Alcohol and drugs are strictly prohibited. Smoking is only permitted in the designated outside areas.
3. Candles on birthday cakes are permitted, but the use of other open flames, silly string, fog machines, and hanging decorations are prohibited.
4. Tampering with thermostats or light fixtures is prohibited.
5. Your event and guests must remain in the room that you have rented. Common areas such as the lobbies and hallways are not included for use.
6. The responsible person completing the application must attend the event from the beginning until the end.
7. The set up and clean up time is included in your rental time.
8. The renter is responsible for all set up and clean up of tables, chairs, and other center equipment as well as the light clean-up of the party room. Aquatic Center staff should be notified of any major messes and spills upon occurrence.
9. The building and all equipment must be used and treated appropriately.
10. The applicant must check out with the Aquatic Center staff prior to leaving the facility.

INITIALS

## NOTICE OF VIOLATION

The staff on duty will notify you (the renter) of any observed violations. You must correct them immediately or forfeit your rental and exit the facility without reimbursement. A copy of the pool rules is available at the facility and can be provided upon request.

INITIALS



# BIRTHDAY PARTY FREQUENTLY ASKED QUESTIONS

## HOW MUCH DOES IT COST?

The cost to reserve the party room is **\$150 for Calvert County Residents** and **\$185 for Non-Residents**. This cost includes the use of our party room for 1.5 hours and covers the cost of admission for 20 guests.

## IS 1.5 HOURS ENOUGH TIME?

In most situations, yes it is. Your 1.5 hour rental time only applies to your time in the party room. **As long as the party host is present, your guests are allowed to swim before and/or after your time in the party room.** If you would like some extra room time, you can book two time slots at full price. This will give you a total of 3 hours in the room. **However, you may still only have 20 guests attend.**

## WHO IS INCLUDED IN THE 20 ADMISSIONS?

**All individuals who will be going downstairs will be included in your 20 admissions.** This includes the birthday child and family, party guests, and chaperones who will be staying for the party (regardless of whether or not the chaperones are swimming).

## CAN I INVITE MORE THAN 20 PEOPLE?

You may only have twenty guests attend your birthday party. We do not allow additional guests to attend the parties due to a fire code for the party room stating that no more than twenty people may be in the room at once.

## DO PARENTS NEED TO STAY FOR THE PARTY?

This depends on the age of your party guests. **Children 5 and younger** require in-pool supervision by a responsible person at least 18 years of age. Any child who requires a life vest also requires in pool supervision by an adult. All other children may be supervised from the pool deck.

## CAN I COME IN EARLY TO SET UP?

Unfortunately, you may not. Your scheduled party time will include any time that it takes to set up and clean up the room. We recommend having guests arrive about 10-15 minutes after your scheduled time in the room unless you plan on swimming prior to your room time.

## WHAT KIND OF STORAGE IS THERE?

Storage in the party room is very limited. There is no fridge or freezer, so we recommend packing a cooler with ice. Please keep in mind that there is no location to store your supplies before or after your party.

## WHAT IS IN THE ROOM?

Rental of the party room includes the use of 4 six-foot tables and 20 chairs. The room has cabinets, a sink, and a countertop available for use during your party. There is no microwave or refrigerator in the room.

## WHAT CAN I BRING?

Renters can bring food and drinks of their choice. We recommend having pizza delivered from one of the local stores. Some patrons prefer to bring cupcakes rather than cake for easier clean-up. Patrons may also bring plates, utensils, and decorations of their choice (no hanging decorations). **Please be aware that food is not allowed outside of the party room.**

## WHAT DO WE NEED FOR SWIMMING?

All swimmers will need to bring their own towel and swimming trunks or a swimsuit. Infants and toddlers who are not potty trained will need to wear a swim diaper and protective vinyl cover. Any flotation devices must be Coast Guard-approved. The Aquatic Center has a limited stock of lifejackets that are available for public use free of charge. We also have goggles, swim caps, and a swim diaper/vinyl pant combo pack for sale at the front desk. **Please be aware that we take 15 minute rest periods (aka adult swim) on the 45<sup>th</sup> minute of each hour until the top of the hour.**

**ANY ADDITIONAL QUESTIONS?  
CONTACT OUR FRONT DESK  
STAFF!**



# BIRTHDAY PARTY ATTENDANCE ROSTER

**Applicants must provide a guest list at least 5 days prior to their event** by email, bringing it to the Aquatic Center or sending it via fax. Please note: Your roster includes all guests that will be going downstairs for the party, including the birthday child and any chaperones.

## PARTY INFORMATION

DATE OF PARTY:

TIME OF PARTY:

RESERVATION #:

## GUEST NAMES

1. \_\_\_\_\_

11. \_\_\_\_\_

2. \_\_\_\_\_

12. \_\_\_\_\_

3. \_\_\_\_\_

13. \_\_\_\_\_

4. \_\_\_\_\_

14. \_\_\_\_\_

5. \_\_\_\_\_

15. \_\_\_\_\_

6. \_\_\_\_\_

16. \_\_\_\_\_

7. \_\_\_\_\_

17. \_\_\_\_\_

8. \_\_\_\_\_

18. \_\_\_\_\_

9. \_\_\_\_\_

19. \_\_\_\_\_

10. \_\_\_\_\_

20. \_\_\_\_\_